Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090160-1

Classification

REPORTS INVENTORY

CONTROL NO. DD/S/OC-056

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
Computer Utilization Report

2. TYPE OF REPORT: [ ] STATISTICAL [ ] NARRATIVE [X] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [1] ADMIN. GENERAL [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify) [ ] MEDICAL [ ] FINANCE [2] COMMUNICATIONS

4. NO. OF COPIES PREPARED: 3

5. FREQUENCY (weekly, monthly, quarterly, etc.): **Semi-Annually**

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc): **Print-Out**

8. ADP PROCESSING: [✓] YES [ ] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: **Semi-annual call from DD/S**

10. PREPARING COMPONENT (Include lowest level contributing information to report): **OC-P**

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): **None**

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15-7	13.20		20		264.00		2		528.00
GS-07-8	4.80		1		4.80		2		9.60
								TOTAL:	$537.60

4/2-

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.
This report serves as a feeder to the Agency's ADP MIS system. It is prepared in coded format for machine processing at the O/PPB level.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT
[ ] RETAIN AS IS
[ ] CHANGE
[ ] DISCONTINUE
[X] OTHER (explain) **Requirement should be justified at O/PPB level.**

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

16. DATE OF INVENTORY: 7 October 1970

17. FURNISHING INFORMATION: **Deputy Chief, Program Coordination Staff, OC**

18. EXTENSION

STAT

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Classification

(22-36-43)